

# **TOWN OF COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**MARCH 16, 2016**

### **1. ROLL CALL**

The Coventry Housing Authority board met in regular monthly session on Wednesday, March 16, 2016 in the Community Room at Knotty Oak Village. The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: Scott Duckworth, Rosalie Jalbert, and R. David Jervis. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present. Rebecca Parenteau was absent.

### **2. APPROVAL OF MINUTES**

Motion was made by Commissioner Duckworth and seconded by Commissioner Jalbert to approve the minutes of the February 17, 2016 meeting. Motion carried with all in favor.

### **3. TREASURER'S REPORT**

Motion was made by Commissioner Duckworth and seconded by Commissioner Jalbert to approve the Treasurer's Report. Motion carried with all in favor. The Director explained that because only a

short period has gone by, she did not provide a written report for the Year to date financials. She feels it will be a good year because there have been no heavy snow removal costs.

#### **4. DIRECTOR'S REPORT**

The books are closed for 2015 for all housing programs owned, administered and managed by the Authority. Additionally the unaudited financials have been electronically reported to HUD and well as the SEMAP assessment in accordance with HUD regulations.

The Authority received notification that the voucher program will be 100% funded for HAP payments. This will allow 100% continued lease up of the 278 vouchers.

The end of the winter season is near and the Maintenance staff will be working on spring cleaning and spring projects before it is time to start on lawn cutting.

Notice was received that the application to the Community Development Block Grant program for 2015 has been approved in the amount of \$47,500 for the upgrade of the surveillance equipment and security cameras. The award goes to the Town and the Town has to do their environmental review on all their projects but the specs are ready to go out to bid following the environmental review.

**The Legislative Conference in DC is going to be held in April and several RI Housing Authorities will be sending delegates. Meetings are being scheduled with Senators Reed, Whitehouse and Congressman Langevin to discuss the continuing decreases in the Operating Subsidies and the Capital Fund programs.**

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**The PHARI sub-committee has continued meetings with the Governor's office and RI Housing on the establishment of a State-wide Centralized Wait List for the HCV Program. Proposals are due April 6th with a goal of a September 1st opening date.**

**Monthly Coffee An's are continuing at each of the public housing properties. Last month there was great discussion on parking.**

**Coventry Housing Authority has submitted two Awards of Merit applications to NAHRO for Program Innovation. One application detailed the youth programs implemented at the two family sites and one is for the USDA Summer Food program as well as Food on the Move.**

**Two bills have been introduced in the RI Senate by Senator John Pagliarini (Bristol, Portsmouth, Tiverton); one to repeal the provision authorizing housing authorities and redevelopment agencies from**

loaning for constructing low income housing; and the second repealing the authorization of cities, towns and redevelopment agencies to make rehabilitation loans. The Director's Association is working to determine the basis of these repeals.

The Director will be attending the Annual Awards Luncheon of the RI Coalition for the Homeless. The luncheon is to pay tribute to the achievements of the many people in Rhode Island who make the mission of ending homelessness possible. Steve Vadnais of Pawtucket Housing Authority will be an award recipient this year. He has converted six of his public housing units to be used for homeless designation. In addition, the Director will also be attending the New England Affordable Housing Management Annual Agency State Meeting with agency partners from HUD and Rhode Island Housing.

The new housing application is nearly complete and the staff looks forward to this new, streamlined process.

Senator Reed was at the Authority on Friday to give the bronze medal and seven others to Mike Marandola. It was well attended by residents and the Senator's office will be sending pictures.

The minutes of the October January and February meeting of the Executive Director's Association are included in today's packet.

Vacancies (as of 2/29)

**a. Public Housing 2**

**b. Management Portfolio 2**

Three residents are turning 100 this year and plans are being made to celebrate their birth-days.

**a. Maintenance Report**

Not much overtime was worked. There were no snowstorms and turnovers are caught up for the moment.

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**b. Public Housing Report**

Vacancies are being turned over. Rental income is less than projected. The Authority budgeted to receive 85% of subsidy, but less is being received.

**c. HCV Leasing Report**

278 vouchers are allocated; 268 are being used. Thirty-eight letters are out. Vouchers are being issued, however people are having a very difficult time finding a place to rent right now. They are being allowed to port out to other communities in order to get the number back up to 278 in order to keep funding up for next year.

**d. Management Portfolio Report**

**Two vacancies; both will be leased up in the next week.**

**e. Resident Service Coordinator Report**

**Deirdre has been at the Coffee An meetings and is hoping that this event will lead to better sense of community among the residents. The new foot doctor will be at the Authority, starting in April and Deirdre has obtained permission slips from all who will attend.**

**f. Family Self Sufficiency**

**One participant in the program graduated in February, earning over \$3,000 in her escrow account.**

**5. CORRESPONDENCE**

**Thank you note from Commissioner Parenteau**

**6. UNFINISHED BUSINESS**

**A. HQS Inspection Services (tabled)**

**Motion was made by Commissioner Duckworth and seconded by Commissioner Jalbert to remove the HQS Inspection Services, item 7(a) from the table and put it back on the agenda for discussion. Motion carried with all in favor.**

Three proposals were received in January; DRP, ANC and McCright. Each was inter-viewed to determine the best fit for the Housing Authority. A breakdown of responses was provided to the board. Licensing requirements were discussed with legal counsel. Attorney Capaldi explained that these companies are required to be licensed with the State of RI and they are required to send their license number and a copy of their license card. Two of the companies did not provide this information, DRP and ANC, however McCright has the most experience in this field. HUD will be converting from HQS inspections to a UPCS system, which will require electronic submission and McCright has their own inspection software. The Director is recommending awarding the bid to McCright for a three-year contract. Commissioner Jervis asked if the company has local offices. The Director said that they do not, but they do hire locally.

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Motion was made by Commissioner Duckworth to follow the Director's recommendation to hire McCright & Associates for a three year contract for a protocol to perform HSQ Inspection Services for the following cost: Annual inspections \$41, Initial inspections \$41, Damage inspections \$31 and Special inspections \$31. Motion was seconded by Commissioner Jervis.

**Motion carried with all in favor.**

## **7. NEW BUSINESS**

### **A. Resolution 2016-03; Amendment to A & O Policy**

**Correspondence was provided to the board from legal counsel referencing RIGL 45-26-12, concerning the admission to Coventry's Public Housing program of disabled veterans. The Authority's current policy does not reflect the language in this law and an amendment has been prepared by legal counsel.**

**Commissioner Jervis asked if it should state that it should be a service connected disability, not a disabled veteran. Attorney Capaldi explained that this is the language the State uses and the Director stated that RI General laws states "who was disabled while serving in the military or naval service of the United States." Commissioner Duckworth said that even a veteran who served in a war and was not injured during the war, but comes back and is then diagnosed with a service related injury four or five years later would be included. Commissioner Jervis said that under 44-B-2 people who moved out of the State and then moved back are given preference over people who have always lived in the state. Attorney Capaldi said that this Section was not changed, that's how it always was. The Director said that this is something that can be looked at and the board decided they will discuss this further. Commissioner Jervis asked for a list of priority selections at the Authority. This change in**



**the policy would assign the highest preference to disabled residents, with Coventry residents being second.**

**The following resolution was introduced by Chairman DiPadua; read in full and considered: Resolved to amend the Admissions & Occupancy Policy of the Coventry Housing Authority, Section 4.4B - Selection Process to incorporate RIGL 45-26-12; Housing for people who are elderly - Disabled Veterans. Commissioner Jervis moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Commissioners Duckworth, Jalbert, Jervis and Chairman DiPadua voted yes.**

## **B. NERSC Annual Conference**

**The annual New England Resident Service Coordinators conference is scheduled for May 4-6 in Hartford, CT. The Director recommends Board approval to send the Authority's RSC to the conference as per the 2016 budget. Motion was made by Commissioner Jalbert and seconded by Commissioner Duckworth to send Deirdre to the conference. Motion carried with all in favor.**

## **8. OPEN DISCUSSION**

**Commissioner Jalbert asked the Director if anyone from the Meadows attends the RSC Conference. The Director responded that she would like to do this but the budget is tight.**

**9. ADJOURNMENT**

**There being no further business to discuss, motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to adjourn at 5:23 p.m. Motion carried with all in favor.**

**Gail T. Woodward**

**Recording Secretary**

**4/6/2016**